

Minutes of the Full Council Meeting on Monday 13 October 2025 at 7pm **Held at the Wilton Community Centre**

Members Summoned and Present: Cllr Angela Alexander, Cllr Charlotte Blackman, Cllr Alexandra Boyd Mayor 2025/26), Cllr Michelle Dutton, Cllr Peter Edge, Cllr Amy Flanagan, Cllr Chris Harrison (Deputy Mayor 2025/26), Cllr Phil Matthews, Cllr Mick Whillock

Absent: Cllr Claire Forbes

Officers Present: Brie Logan – Interim Town Clerk

In attendance: Press (0), Members of the public (8), online (2), Police (0),

[Link to agenda](#)

Public Participation

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern, the following matters were raised.

- Dr Stern raised an issue with damage to his property wall – WTC to make provision for sharp bend and pedestrian protection – resident updated after the meeting to confirm that this item will feature as an agenda point on 10 November.
- Teresa raised concerns about goal post and fence damage – a progress update will be provided post the meeting.
- Andrew Gough – representing the Men’s Shed – provided further context on the agenda item relating to the shipping container request – no follow up action required.
- Neil Prigent - representing the Fugglestone St Peter project provided further context and clarity on the grant request for the Intergenerational Arts project.
- Dawn Humphries – representing the Wilton Community Centre provided further context on the grant for the Xmas Day lunch.
- Maria LeFemina – expressed her support of the 20mph proposal – perfect for 20mph (reference to Dr Stern).

The meeting commenced at 7:09pm.

The mayor made a statement in recognition of thanks to Paula Johnston for her committed and loyal service as an employee since January 2025.

FC208 Apologies

Officer report 1025FC01 was received.

Proposed by Cllr Edge and seconded by Cllr Flanagan it was **RESOLVED** to accept apologies from Cllr Forbes.

FC 209 Declarations of Interest

Action: Town Clerk

Officer report 1025FC2 was received. It was NOTED that Councillors should declare any interests if they arise.

Cllr Edge declared an interest in agenda item no 9 and no 12 as Trustee of the Men's Shed and Fugglestone St Peter's Trust

Cllr Matthews declared an interest in agenda item no 9 as a member of St Peter's Church.

FC210 Minutes

Officer report 1025FC3 was received.

Proposed by Cllr Harrison and seconded by Cllr Whillock it was **RESOLVED** to adopt the minutes from the Full Council meeting on 02 September 2025

Proposed by Cllr Whillock and seconded by Cllr Matthews it was **RESOLVED** to adopt the minutes from the Extraordinary Full Council meeting on 29 September 2025.

Proposed by Cllr Edge and seconded by Cllr Flanagan it was **RESOLVED** to bring agenda items 9 and 12 forward.

FC211 To receive a report for information to Full Council

Officer report 1025FC4 was received and **NOTED**.

Civic Report – Cllr Boyd provided an update on the civic events; namely the Firework event and the Sarum Light Festival at the Cathedral.

Wiltshire Council Report – Cllr Church submitted an apology for her absence at the meeting therefore no update was provided.

Other Reports – none

Local Organisation Reports – None.

FC212 To approve payments and receive financial reports

Officer report 1025FC5 was received and the list of payments was NOTED to the value of £29,898.61
Proposed by Cllr Matthews and seconded by Cllr Ditton it was **RESOLVED** to receive and note the income and expenditure records and summary of bank balances.

290	£4,262.57	Salaries - September	NET PAY
289	£1,137.60	Tree Works - Castle Meadow	IDVERDE LTD
288	£638.57	Public WC cleaning contract	IDVERDE LTD
287	£4,462.80	Grounds maintenance	IDVERDE LTD
286	£1,582.61	Maintenance	R E HAYES LTD
285	£52.80	Payroll processing	Sandra Silk Bookkeeping & Busi
284	£1,950.00	Rent - South St car park	Barford Settled Estate
283	£1,625.50	PUBLIC WORKS LOANS WILTON	PUBLIC WORKS LOANS WILTON
282	£55.05	Mayor Expenses August	Alexandra Boyd
281	£90.30	Install fence post - castle meadow	R E HAYES LTD
279	£200.00	Trimming hedging - castle meadow	R E HAYES LTD
278	£2,556.00	Cleaning of War Memorial	Colin Avery Stonemasons
277	£348.84	Operational inspections	Kompan Limited

276	£1,706.40	Tree Works - Castle Meadow	IDVERDE LTD
275	£213.00	Replace silicon in pavilion showers	RJ Electrical Services Limited
274	£81.15	Pavilion cleaning	Wilton Hardware Garden & DIY
273	£804.00	Professional services (AGAR)	PKF Littlejohn LLP
272	£150.00	Removal of Confidential Waste	Datashred Ltd
271	£322.68	Monthly account services	CLOUDY GROUP LIMITED
270	£183.60	Scribe Subscription	STARBOARD SYSTEMS
269	£84.00	Clear blocked drains	RJ Electrical Services Limited
268	£194.34	Galvanised Steel Post	CMT Group
267	£182.16	Pavilion Wi-Fi access point	Broadbandbuyer.com
266	£151.57	Site visits and replacement of faulty door contact	EVOTEC
265	£8.97	HDMI/VGA adapter	Amazon Business
264	£4,551.00	Combined Core & E-learning	WorkNest Limited
263	£824.50	Pavilion cleaning	Tisbury Country Housekeeping Ltd
262	£55.00	Repair and installation of Wilton Town Sign	Men's Shed @ Wilton
261	£240.00	Professional Services (Scribe)	STARBOARD SYSTEMS
260	£114.60	Tel and broadband	Mainstream Digital Ltd
259	£48.00	Room hire - meetings	Wilton Community Centre
258	£420.00	Professional Charges	Wilsons Solicitors LLP
257	£57.60	Replacement Adult Pads	The Community Heartbeat Trust
256	£0.85	Stripe Transaction Fee	Stripe
255	£0.85	Stripe Transaction Fee	Stripe
254	£0.85	Stripe Transaction Fee	Stripe
253	£0.85	Stripe Transaction Fee	Stripe
252	£540.00	Cemetery/Deepwater/No Fouling signs	Signs In Motion Ltd
£29,898.61			

Wilton Town Council BANK ACCOUNTS	
Lloyds Business Bank Account 824	£18,377.90
Commercial Instant Account 905	£103,076.47
Lloyds Debit Card 360	£5,554.58
Public Sector Deposit Fund	£300,000.00
Stripe	
Total in Banks	427,008.95
Cash	
GRAND TOTAL (Banks and Cash)	£427,008.95

FC213 To consider a 20mph speed limit across the Town Centre

Officer report 1025FC6 was received. Proposed by Cllr Ditton and seconded by Cllr Whillock it was **RESOLVED** to proceed with the 20mph zones on the roads indicated as suitable in the [Assessment report](#) plus submit a request to Wiltshire Council that the zone is extended to include the zones marked in blue on the map in appendix C noting this option will require Cabinet approval.

FC214 To review quotes received for the remedial Cemetery Gatehouse building works

Officer report 1025FC7 was received and noted. Proposed by Cllr Edge and seconded by Cllr Harrison it was **RESOLVED** to appoint Contractor B (Burfitt and Garrett) for the works to the Cemetery Gatehouse to the value of £18,735 + VAT.

FC215 To receive and consider a report of the Independent Remuneration Panel of Wiltshire Council

Officer report 1025FC8 was received and noted. Proposed by Cllr Edge and seconded by Cllr Alexander it was **RESOLVED** that WTC does not support the provision of a basic allowance for its councillors.

FC216 To receive and consider a report requesting more storage containers in the Pavilion Compound

Officer report 1025FC9 was received and noted. Following a proposal by Cllr Blackman, seconded by Cllr Harrison, it was **RESOLVED** that the Men's Shed be authorised to develop a comprehensive project plan to include detailed Risk Assessments and clear statements outlining responsibilities for all aspects of the proposed work and this plan is represented to WTC at a future meeting.

FC217 To consider and comment on planning applications

Officer report 1025FC10 was received.

Application: PL/2025/07497

Proposal: Notification of proposed works to trees in a conservation area

Location: Mr C Rolfe

Consultation: 08 10 2025 (extension agreed)

Proposed by Cllr Boyd and seconded by Cllr Whillock it was **RESOLVED** to submit *no objection* for this application

Comments: No further comments

Application: PL/2025/07577

Proposal: Notification of proposed works to trees in a conservation area

Location: 3 SILVER STREET, WILTON SP2 0HX

Consultation: 21 10 2025

Proposed by Cllr Boyd and seconded by Cllr Whillock it was **RESOLVED** to submit *no objection* for this application

Comments: No further comments

Application: PL/2025/06942

Proposal: Notification of proposed works to trees in a conservation area

Location: WILTON RECREATION GROUND, MINSTER STREET, WILTON, WILTSHIRE, SP2 0AX.

Consultation: 24 10 2025

Proposed by Cllr Boyd and seconded by Cllr Whillock it was **RESOLVED** to submit *no comment* for this application noting this pertains to a WTC application

Comments: No further comments

FC218 To consider the Full Council meeting schedule

Officer report 1025FC11 was received. Proposed by Cllr Boyd and seconded by Cllr Blackman it was **RESOLVED** to move the monthly meeting to the second Monday of every month with effect from November 2025.

FC219 To consider Grant applications for the Wilton Community Centre and the Fugglestone St Peter Trust

Officer report 1025FC12 was received. Proposed by Cllr Edge and seconded by Cllr Blackman it was **RESOLVED** to support the grant application of £500 for the Wilton Community Centre – Christmas Lunch event. Cllr Blackman thanked the Community Centre for their support in arranging such as worthwhile annual event.

It was **RESOLVED** to award a grant of £500 to the Fugglestone St Peter Trust for an Intergenerational Arts Project. In the event of the project not going ahead then the funding will be returned to WTC.

FC220 Clerk's Report including correspondence and progress report on Full Council business

Officer report 1025FC14.1 was received, and the following points were **NOTED**:

1. The S106 sales invoice to the value of £ 67,712.52
2. Councillor attendance at meetings – the report will be made public at year-end
3. WTC website – scope of works complete – companies will now be invited to tender and proposals will be presented at the November meeting.

FC221 Officer report 1025FC13.2 was received and the following expenditure ratified:

1. Weekly cleaning of the Pavilion at a cost of £60 per week
2. Remembrance Sunday TTRO at zero cost
3. Christmas Light switch on event at a cost of £11,683
4. Wilton Defibrillators at a monthly cost of £25
5. Public WC - CCTV survey and report at the cost of £485+VAT
6. Meeting device (OWL) – audio and visual IT purchase at a cost of £1,899

Proposed by Cllr Edge seconded by Cllr Ditton it was **RESOLVED** to ratify the Christmas Light event expenditure noting an overspend of £4,683 against budget line 4300 – Christmas Lights.

Proposed by Cllr Boyd seconded by Cllr Flanagan it was **RESOLVED** to ratify the expenditure for the Owl (Audio and Visual IT) noting the overspend of £3,385.65 against budget line 4101 – IT Hardware.

FC222 Officer report 1025FC13.3. was received.

1. **External Audit – PKF update** - Proposed by Cllr Edge and seconded by Cllr Boyd it was **RESOLVED** to receive the Notice of Conclusion – External Auditor's Report and the Certificate, note the findings and approve the fee of £670 associated with the audit.
2. **Riverbank Survey** - Proposed by Cllr Edge and seconded by Cllr Alexander it was **RESOLVED** to commission an Early Contractor Input (ECI) site visit conducted by a Technical Lead to assess and advise on both sections of the River flow and erosion, followed by a technical note of finding and recommendations at a cost of £923.88 + VAT

3. **New Litter bins** - Proposed by Cllr Edge and seconded by Cllr Boyd it was **RESOLVED** to defer the purchase and installation of 4 x litter bins until the associated annual costs of waste removal are received and understood.
4. **Co-option update** - Proposed by Cllr Ditton and seconded by Cllr Blackman it was **RESOLVED** that the Council advertise for Expressions of Interest from individuals wishing to be considered for co-option as councillors and that applicants will be invited to attend and present themselves at the November Council meeting.

There being no further business, the meeting was closed at 9:02pm

These minutes were adopted on 10 November 2025. under minute reference FC11/2025/225as a true record of the decisions taken and are duly signed below by the chair of that meeting.

Signature of chair: *Cllr Chris Harrison*

Dated 10 November 2025